



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 20, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PROBATION DEPARTMENT:
CONTRACTS MONITORING UNIT RENOVATION
ESTABLISH CAPITAL PROJECT AND
APPROVE APPROPRIATION ADJUSTMENT (C.P. 86988)
(FOURTH DISTRICT) (3 VOTES)**

SUBJECT

Establish a new capital project for the renovation and reconfiguration of existing administrative office space at the Probation Department's Contracts Monitoring Unit to address a shortage of staff workstations.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) because it is limited to interior alterations to an existing structure involving no expansion of use beyond what previously existed.
2. Establish Capital Project No. 86988 for the renovation and reconfiguration of existing administrative office space at the Probation Department's Contracts Monitoring Unit to address a shortage of staff workstations.
3. Approve the project budget of \$300,000 funded by prior year savings currently appropriated within the Extraordinary Maintenance Budget.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

4. Approve an appropriation adjustment transferring \$300,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget - Capital Project No. 86988 to fund the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of these recommended actions will allow for the renovation and reconfiguration of approximately 2,022 net square feet of the Probation Department's Contracts Monitoring Unit located at 7639 South Painter Avenue, in the City of Whittier, to maximize the use of existing space and to alleviate crowded conditions.

Currently, the Contracts Monitoring Unit has 25 employees; the existing space has 16 workstations. Two to three people are often sharing cubicle space intended for one person. The workstation space is inefficient and not intended for more than one person. The proposed installation of more efficient modular workstations will allow the creation of nine additional workstations that will accommodate the existing 25 positions. It is necessary to make these improvements as soon as possible to relieve the current crowded conditions.

The proposed project consists of the design, construction, installation of new office furnishings, and partial demolition of an existing storage cabinet to create open space for the installation of more efficient modular furniture systems. New carpet, paint, electrical and communication services will be provided to the areas where the new workstations will be installed. The project will be jointly managed by the Probation Department and the Internal Services Department (ISD). ISD will perform the space renovation through a Board-approved Job Order Contractor and the modular furniture will be purchased from a County agreement vendor.

Green Building/Sustainable Design

The project will support the Board's Policy for Green Building/Sustainable Design (GB/SD) to the extent feasible by using building materials and furnishings that are composed of recycled materials. The recycled demolition materials will include modular furniture, and synthetic and natural fibers from old carpet. The use of recycled building materials and modular furniture supports the GB/SD Policy by reducing the amount of demolition materials that would be disposed in landfills; reducing the production of synthetic materials that contribute to carbon emissions; and reducing the consumption of natural resources.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals of Fiscal Responsibility (Goal 4) and Organizational Effectiveness (Goal 3) by investing in infrastructure to provide building renovations that will improve working conditions and enhance the operation of the Probation Department's administrative staff.

FISCAL IMPACT/FINANCING

The total project cost estimate is \$300,000, which includes construction services, County services, and the purchase and installation of modular furniture. The preparation of plans and specifications were previously completed in-house by the Probation Department's Facilities Planning staff.

The project is funded by prior year net County cost savings currently budgeted in the Extraordinary Maintenance Budget. These funds originated from the department's operating budget savings from Fiscal Year 2006-07 and were reappropriated in the 2007-08 Extraordinary Maintenance Budget and designated for facility repairs and/or renovations.

Approval of the attached appropriation adjustment will transfer \$300,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget under C.P. No. 86988, which will provide sufficient funding for the project.

The proposed project budget summary and project schedule are within Attachment A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract in the form previously approved by County Counsel will be used by ISD to obtain construction services through Job Order Contracts. The contracts include Surrendered Baby Law, Contractor Jury Service Program, and Child Support Compliance Program.

Under the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004, this renovation project is exempt from providing and/or financing Civic Art since the total project costs are less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The project is categorically exempt as specified in CEQA Guidelines Section 15301(a) and Appendix G, Class 1 Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board

The Honorable Board of Supervisors
May 20, 2008
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on November 17, 1987, because it is limited to interior alterations to an existing structure involving no expansion of use beyond what previously existed.

CONTRACTING PROCESS

ISD will obtain professional refurbishment work through a Board-awarded Job Order Contract. The Probation Department will be charged with working with ISD's Purchasing and Central Services in issuing and managing the purchase order for the systems furniture package. The project does not need to be reviewed or approved by the Corrections Standards Authority.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services during the performance of the recommended project.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office (Capital Projects Division), one to Probation Department, and one to Internal Services Department.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RBT:SRH
DC:DL:JSE:DJT:TJ

Attachments

c: Auditor-Controller
County Counsel
Probation Department
Internal Services Department

May 20, 2008

ATTACHMENT A

**CONTRACTS MONITORING UNIT RENOVATION
7639 S. PAINTER AVENUE, WHITTIER, CA 90602
CAPITAL PROJECT NO. 86988**

I. PROJECT SCHEDULE

Project Activity	Completion Date
Project Needs Assessment	10/16/07*
Plans and Specifications	11/13/07*
Refurbishment Bids and Award	08/15/08
Construction Substantial Completion Acceptance	11/30/08 12/15/08

*Indicates completed activity

**CONTRACTS MONITORING UNIT RENOVATION
7639 S. PAINTER AVENUE, WHITTIER, CA 90602
CAPITAL PROJECT NO. 86988**

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Plans and Specifications*	-----
Construction	
Alterations	\$132,000
Furniture/Workstations	\$120,000
Communications	\$ 15,000
Carpet	\$ 13,000
Change Orders	\$ 15,000
Miscellaneous Expenditures	\$ 5,000
TOTAL	\$300,000

- Plans and specifications were completed in-house by the Probation Department's Facilities Planning staff.

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.
No. 060

APRIL 29, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2007-08

3 - VOTES

SOURCESUSES

EXTRAORDINARY MAINTENANCE

A01-BS-2000-12810

Services and Supplies

DECREASE APPROPRIATION

\$ 300,000

CAPITAL PROJECTS/REFURBISHMENTS

Contracts Office Renovation (4) (New)

A01-CP-6014-65042-86988

Fixed Assets-Building and Improvements

INCREASE APPROPRIATION

\$ 300,000

JUSTIFICATION

Transfer of \$300,000 from the Extraordinary Maintenance Budget to the Capital Projects/Refurbishments Budget to fund project costs for the renovation and reconfiguration of existing administrative space within the Probation Department's Contracts Monitoring Office.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Jan Takata
Jan Takata, Senior Manager, CEO

CHIEF EXECUTIVE OFFICER'S REPORT

51 MAY 20 2008

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR —

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

May 7 20 08 *John S. Edmiston*
CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

NO. 233

May 5 20 08

BY

DEPUTY COUNTY CLERK

51 MAY 20, 2008

SEND 6 COPIES TO THE AUDITOR-CONTROLLER